



# **LITTLE LEARNERS**

**IN THE PARK**

**PRE SCHOOL NURSERY**

**FOR CHILDREN AGED 2-5 YEARS**

**DURNSFORD RECREATION GROUND  
DURNSFORD PAVILION  
WELLINGTON ROAD  
WIMBLEDON PARK  
LONDON  
SW19 8EQ**

**0208 944 0101  
07749 899 976**

## LITTLE LEARNERS IN THE PARK

Little Learners nursery has a lovely park setting in Durnsford recreation, ground Wimbledon Park and is open Monday to Friday from 9.15am - 3.00pm providing sessional day care and wrap around care with Wimbledon Park nursery. The nursery can accommodate up to 30 children and has use of an outdoor playground, totally secured. The nursery welcomes all children from ages 2 years - 5 years. We welcome parents to stay and settle their child into the group. We respect the needs of all children with regard to culture, religion, gender and ability or disability.

Little Learners is Ofsted registered and inspected by Ofsted and assisted by the local council early years department. We can apply to our local authority for grant funding (national education grant) for all children ages 3 and over who are not being funded at another nursery, funding for 2 year olds is available only for children who meet a specific criteria (special needs, parents on welfare benefits). We are a member of the pre school learning alliance and we adhere to its aims (child centered learning). The early years foundation stage curriculum is organised into seven areas of learning there is a set of "early learning goals" which establish the expectations most children aspire to reach by the end of reception year. Our nursery is staffed by qualified experienced childcare professionals all trained to level 3 or above. We also have trained special educational needs staff helping children to develop their learning. Many of our staff had been parents of the nursery children who have been trained through us. Our staff ratio average is 1 adult to 5 children plus managers.

### AIMS AND OBJECTIVES

- Provide a safe, comfortable and stimulating environment for children aged 2-5 years.
- Allow children to develop at their own pace and in an enjoyable way through a varied programme of adult and self led activities guided by the Early Years Foundation Stage (EYFS) curriculum.
- Provide comprehensive observation and feedback to parents / carers through a dedicated key worker system, ensuring a seamless integration between development at home and at nursery.
- Prepare children for full time school, helping them to form relationships, understand boundaries and become comfortable when separated from parents / carers.

### THE CURRICULUM

The EYFS curriculum is set out by the Department for Education and identifies three Prime Areas of learning and development for children aged up to 3. For those aged 3 to 5 years, these are supplemented by four further Specific Areas.

#### Prime Areas

- Personal, social and emotional
- Communications and language
- Physical development

#### Specific Areas

- Mathematics
- Expressive arts and design
- Literacy
- Understanding of the world

We use this curriculum and associated guidance combined with our detailed observations of individual children to plan sessions which challenge and stimulate all members of the group and help them work towards developmental milestones in each of these areas. Whole group activities are supplemented by small group and one-on-one work on a daily basis and activities take place both inside and outside.

## **PARENTAL PARTNERSHIP**

We recognise that parents / carers are the first and most important educators in a child's life. It is therefore vital that you are kept fully informed and involved in your child's development at nursery. Examples of parent / carer involvement include:

- Completion of an 'All About Me' pack, exchanging knowledge about your child's needs, activities, interests and progress.
- Annual formal written reports, frequent informal verbal updates and open-door policy.
- Detailed learning journals for each child, with opportunities for parents to feed in their own out of nursery observations and 'Wow' moments.
- Personal photographic diaries for each child updated by parents.
- Additional support and resources for children from families who have English as an additional language.
- Cooperation, coordination and referral to other authorities and support resources for children with diagnosed or suspected special educational needs.
- Opportunities for parents / carers to participate in sessions and share special skills or knowledge.
- Termly newsletters.

## **POLICIES AND PROCEDURES**

The nursery has written policies in place covering financial terms and conditions, equal opportunities and inclusion, safeguarding, complaints, administration of medicines, behaviour, health & safety, food hygiene and allergies and various other areas. These policies are available for inspection in the nursery.

## **SNACKS**

All sessions include a snack break which is an important opportunity for children to socialise and develop self-care skills. Children are encouraged to wash their hands independently, pour their own drinks and choose their own snacks. We ask parents to contribute an item of fresh fruit each week to supplement the snacks we provide, which include breadsticks, raisins and rice cakes.

## **PACKED LUNCH**

A healthy packed lunch to be provided by parents for those children who attend a full day or wrap around from Wimbledon Park Nursery, please refrain from including sweets or chocolate within the lunchbox.

## **CHILDREN'S BELONGINGS**

Each child should bring a bag with a complete change of clothes to each session. They should also bring a water bottle. All items should be named. If your child is wearing nappies, spares should be provided in the bag, along with baby wipes. Children are welcome to bring a comfort blanket or teddy when they first start however we will encourage them to leave this in their bags as they become settled in the nursery.

## STAFF

The nursery is run by a highly experienced and well qualified team of five permanent members of staff. This is supplemented by regular visits from music and dance specialists. We also share staff from time to time with our sister nursery meaning we never rely on unfamiliar agency staff.

### Principles:

Lorraine Greeley-Ward Diploma in Childcare P.S.L.A. N.N.E.B. Level 3 C &G Teacher Training

Angela Taggart Diploma in Childcare Level 3 P.S.L.A./ H.N.D. A.D.C.E.Levels 4/5 C&G Teacher Training

Mounia - Nursery Manager

xxxxxxxxxxxxxxxx- Nursery Practitioners

Kate Rickman - Smiley Time

Jane Cooper - Music and Movement

Joanne Groves - Dance

## FEES & SESSION TIMES

Opening Hours Monday - Friday 9.15am-3.00pm

(FEES £7.50 PER HOUR MINIMUM 3 SESSIONS A WEEK)

9.15am - 11.45am £18.75

9.15am - 12.30pm & drop off Wimbledon Park School £24.50

11.30am- 3.00pm & pickup Wimbledon Park School £26.25

9.15am-1.00pm £28.15

11.30am - 1.00pm £11.25

Pickup Wimbledon Park School 1.00pm-3.00pm £15.00

All day 9.15am - 3.00pm £43.15

(All fees include costs for extra activities provided in nursery: Dancing, music, cooking)

Registration fee: £50.00(non-refundable)

Fees are payable half termly in advance.

Children must attend a minimum of three sessions per week. Fees are payable half-termly in advance and must be paid by the end of the first week of each half-term to avoid a 10% late payment surcharge. We accept certain childcare vouchers - please ask a member of staff for details.

## **GOVERNMENT FUNDING**

All children are entitled to 15 hours of government funded nursery care from the term after their third birthday. This may be taken in a school nursery or a private nursery such as Little Learners. Certain children may also qualify for funded care from the age of two, depending on their personal circumstances. Please speak to a member of staff who will be happy to explain the arrangements and assist with registration.

## **NOTICE OF WITHDRAWAL**

Six weeks notice, in writing, must be given if you wish to withdraw your child from nursery. Failure to do so and you will still be liable for the next half terms fees.

## **ABSENCE/ILLNESS**

We are sorry but we cannot give refunds or swap sessions for any absence, whether public holidays, training days, family holidays or illness.

Children must not attend nursery with any of the following: Diarrhoea, Vomiting or any infectious ailment e.g. Chickenpox, Measles and conjunctivitis etc.

We reserve the right to send a child home if we believe it to be in the child's best interest.

In the case of any illness, accident or emergency, we shall have the right to take appropriate action including hospitalisation if necessary.

Parents/carers should inform us by 9.30am if your child is unable to attend.

## **FURTHER QUERIES AND NURSERY VISITS**

If you have any questions about Little Learners please do not hesitate to contact our Nursery Manager on 07749 899 976. During session times it may not be possible to answer your call however please do leave a message and we will get back to you as quickly as possible.

We welcome prospective parents and children to visit the nursery to meet the staff, see the setting and witness our sessions in action. Visits should be arranged with the nursery manager and, to avoid undue disruption, are by appointment only.

## **COLLECTION**

Please ensure that children are collected promptly. It is extremely upsetting for children if their parents/carers are always late. We appreciate that delays are sometimes unavoidable, but to cover our costs, we currently charge £10 for the first 5mins and then £1 for every subsequent minute you are late.

Please inform Little Learners if you are unable to collect your child personally. A password system is in place where the person collecting is not known to the staff. Identification is also required to prove the identity of the person collecting.

**No child will be allowed to leave the premises with a stranger.... it is very important that you tell us if you cannot collect your child in person.**

## TERMS & CONDITIONS

Fees can be paid by cash, bank transfer or childcare vouchers.

No refunds can be made on childcare vouchers.

Education grant can be applied for after your child's 3<sup>rd</sup> birthday see management for information.

Fees to be paid the first week of each half term, otherwise a 10% charge will be added to your fees.

If the fees are not paid within the first week the child will unfortunately not be admitted into the group until payment is made. Exceptional circumstances i.e. absence due to illness or holidays.

No refunds can be made for absence of any kind during each half term or any missed days e.g. holidays, sickness, child not settling in, also nursery closed due to extremely bad weather conditions. Missed days cannot be made up by attendance on other days not normally attended.

A half terms notice in writing is required if your child is leaving the group. Cancellation of child's place - a half terms fee will be enforced if your child does not take up the agreed place it has been offered with Little Learners without prior cancellation notice.

Extra sessions - please note extra sessions have to be booked and prepaid for in advance and cannot be swapped or replaced by the child's regular days attendance.

Please do not turn up unannounced as we cannot accept on the spot bookings without prior notice.

Children must arrive promptly at 9.15am as the gate will be closed at 9.30am for register time and latecomers will not be let in until 10.00am.

Please update and inform the principals in any change of address, telephone numbers, contacts etc.

**Once your application form is signed, this is taken as an agreement to accept and abide by the Terms & Conditions of the nursery.**



# LITTLE LEARNERS

## Registration form

NAME OF CHILD:.....  
DATE OF BIRTH:.....  
(COPY OF BIRTH CERTIFICATE TO BE SHOWN) NAME OF LEGAL PARENTS/GUARDIANS WHO ARE RESPONSIBLE FOR CHILD:.....  
ADDRESS:.....  
..... EMAIL  
ADDRESS:..... TELEPHONE NUMBER:.....  
EMERGENCY TELEPHONE NUMBER:.....  
CHILDS DOCTOR & TEL NO:.....

CONSENT TO BASIC FIRST AID AND TO CALL AN AMBULANCE IF NEEDED & FOR HOSPITAL TO CARRY OUT ANY EMERGENCY TREATMENT IF NEEDED.....

CONSENT TO ADMINISTER PLASTERS & ANTISEPTIC WIPES TO MINOR WOUNDS AND GRAZES.....

MEDICAL DIETARY OR ALLERGY CONDITIONS .....

DAYS YOUR CHILD IS TO ATTEND (PLEASE CIRCLE DAYS AND STATE TIME OF SESSION & IF WIMBLEDON PARK NURSERY DROP OFF OR PICK UP)

MON      TUES      WEDS      THURS      FRI

TIME OF SESSION.....  
(minimum 2 sessions a week must be booked)

I/We accept the terms and conditions of the nursery

SIGNATURE OF PARENT.....DATE.....  
TERM WISH TO START.....



# LITTLE LEARNERS

## Emergency Contact Details

IN LINE WITH SAFEGUARDING BEST PRACTICE WE ARE REQUIRED TO HOLD, ON RECORD, EMERGENCY CONTACT DETAILS FOR A FAMILY MEMBER OR FRIENDS OTHER THAN YOUR CHILD'S PARENT OR PRIMARY CARERS. WHEN SELECTING YOUR EMERGENCY CONTACT PLEASE BEAR IN MIND THEY SHOULD BE ABLE TO ATTEND THE NURSERY WITHIN AN HOUR. THESE PEOPLE WILL ONLY BE CONTACTED IN THE HIGHLY UNLIKELY EVENT THAT BOTH PARENTS ARE UNAVAILABLE.

BY SIGNING AND RETURNING THIS FORM YOU GIVE PERMISSION FOR LITTLE LEARNERS TO CONTACT THE FOLLOWING LISTED BELOW IF BOTH PARENT/CARERS ARE UNAVAILABLE AND GIVE CONSENT FOR THEM TO COLLECT YOUR CHILD/CHILDREN FROM LITTLE LEARNERS IN THE EVENT OF AN EMERGENCY.

PLEASE COMPLETE THE FORM BELOW AND RETURN IT ASAP.

Name of child:	
Name of emergency contact:	
Address of emergency contact:	
Telephone number of emergency contact:	

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_





# LITTLE LEARNERS

## Consent Form I

### PASSWORD CONSENT

TO MAKE IT SAFER WHEN YOUR CHILD IS BEING COLLECTED BY SOMEONE OTHER THAN YOURSELVES OR YOUR PERMANENT MINDER, WE HAVE DECIDED TO PUT A PASSWORD ON EACH CHILD'S FILE. THE PASSWORD IS TO BE GIVEN UPON COLLECTION OF YOUR CHILD. WE STILL WISH TO HAVE PRIOR NOTIFICATION BY PHONE OR IN WRITING FROM YOU IF YOU KNOW YOU CANNOT COLLECT YOUR CHILD AND SOME ELSE IS COMING TO COLLECT.

Name of child:	
Password:	

### PARK CONSENT

FROM TIME TO TIME WE TAKE YOUR CHILDREN INTO THE PARK TO PLAY ON THE TRAIN, SLIDE AND PLAY AREA OR WE GO INTO THE PARK TO DO NATURE DISCOVERY AND SPORTS.

PLEASE SIGN BELOW TO STATE THAT YOU **WOULD / WOULD NOT** (PLEASE CIRCLE) WISH YOUR CHILD TO LEAVE THE NURSERY PREMISES AND GO INTO THE PARK AT ANY TIME.

Name of child:	
Parent's signature:	
Date:	



# LITTLE LEARNERS

## Consent Form II

### PHOTOGRAPHS FOR NURSERY USE

THERE ARE LOTS OF OCCASIONS IN NURSERY LIFE WHEN PHOTOGRAPHS ARE TAKEN AND MIGHT BE USED FOR NURSERY DISPLAYS AND OBSERVATIONS FOR EXAMPLE.

I DO / DO NOT WISH (PLEASE CIRCLE) THAT PHOTOGRAPHS OR IMAGES OF MY CHILD MAY BE USED IN NURSERY DISPLAYS OR OBSERVATIONS

Name of child:	
Parent's signature:	
Date:	

### SUNCREAM

ON OCCASIONS IN THE SUMMER WHEN IT IS EXTREMELY HOT, THERE WILL BE A NEED TO ADMINISTER A COVERING OF SENSITIVE SUNCREAM THAT THE NURSERY WILL SUPPLY.

I DO / DO NOT WISH (PLEASE CIRCLE) FOR MY CHILD TO BE SUPLIED WITH SUNCREAM

Name of child:	
Parent's signature:	
Date:	